



## Now Hiring: Web Design/Development Supervisor for Apprentice Web Developers

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Digital NEST

Compensation: \$19-\$22/hour

Part-time: 20 hours per week

Organization size: 14 employees

Reports to: Assistant Program Director/Web & Information Technology Manager

Closing date: First round of interviews January 29- February 9; open until filled

### ORGANIZATION DESCRIPTION

Digital NEST Inc. ("the NEST") is a career development nonprofit serving primarily Latina/o youth and young adults ages high school-24 in the agricultural communities of Watsonville and Salinas, CA. Open 4-5 afternoons a week, the NEST provides youth with safe space, nutritious food, mentoring, digital technology, and tech training to prepare them for careers in digital media, web design, event coordination, and project management. By preparing youth for careers in tech, the NEST helps improve the finances of families, increases economic opportunities in our community, supplies regional businesses with the tech-savvy employees they need, and helps diversify the 21st century tech workforce

### JOB OVERVIEW

The Web/Graphic Design Technical Supervisor is an integral part of the bizzNEST Team. bizzNEST is the Digital NEST's affordable tech consultancy for regional businesses, providing professional-grade service packages in web development, graphic design and video production for about 60% of market cost. Equally important, bizzNEST is beginning, professional-level paid, on-the-job training for Digital NEST's career trainees ages 16-24 who have advanced skills. Called "Member-Consultants", these trainees earn a wage while doing work for paying clients. Through this work, trainees hone existing skills, develop new skills, gain real professional experience, build a portfolio of professional work and become highly competitive for entry-level, career-track jobs in a technical field.

The Web Technical Supervisor supervises, trains and coaches Member-Consultants and project manages the completion of all client website work and graphic design projects from beginning to end. The Web/Graphic Design Technical Supervisor mentors a team of web development and graphic design Member-Consultants (youth ages 16-24) on their professional development and technical performance throughout the process.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### **Supervising Apprentice Member-Consultants**



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- Orient, train, assign projects to, coordinate schedules for and coach/mentoring Member-Consultants; help Member-Consultants follow established bizzNEST production, productivity, quality, and customer-service standards.
- Mentor member consultants on project technical requirements.
- Ensures that member consultant have the skills and time to complete a client project on time.
- Identifies new training opportunities needed by Member-Consultants and collaborates with the NEST's program staff to develop and deliver this training.

### Manage Client Projects

- Review and approve proposed scopes of work (SOW) for potential client projects; assess the technical requirements of proposed projects.
- Consult with bizzNEST Coordinator to ensure that proposed SOWs are appropriate to knowledge skills and capacity of youth Member Consultants.
- Assess the content requirements of client web projects (proposed and contracted) and identify sources of content or the subject expertise necessary to generate content to ensure that web sites delivered to clients depict the site's topic focus and client businesses accurately and effectively..
- Implements web design and development projects; monitors project progress on bizzNEST CRM (the successful candidate for this position will receive training on the bizzNEST CRM); anticipates problems with project execution and identifies, researches and implements solutions to problems that arise and notifies bizzNEST staff of problems as they arise; maintains regular and proactive communication with bizzNEST staff about progress on web projects.
- Assures the quality of youth Member-Consultant web design and development work; conducts scrum and feedback sessions with youth and helps youth identify better design and development approaches and work process improvements and helps them solve problems that arise during their work on client projects..
- Monitor project resource costs via the bizzNEST CRM (the successful candidate for this position will receive training on the bizzNEST CRM); bring resource cost issues that arise to the attention of bizzNEST staff;.
- Ensure client websites are completed on time and fill in for youth on design and development work when necessary to ensure on-time completion.
- Attend client meetings.
- Deliver project progress reports to bizzNEST Director and bizzNEST Coordinator as needed.

### REQUIRED SKILLS



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### Management

- 1-2 years experience mentoring and/or teaching youth
- 1-2 years managing and supervising a team of people
- Ability and experience running scrum meetings and group critiques of supervisees' work
- Excellent time management skills
- Ability to prioritize tasks
- Ability to assess skills, knowledge, capabilities and gaps in youth apprentice technical skills
- Experience using a CRM or Project Management System
- Ability to be resourceful and solve problems
- Can give constructive feedback to improve someone's professional and technical development

### Technical

- Knowledge of how to design and develop websites in Wordpress
  - Experience with child themes
  - Experience with manipulating templates
  - Experience with adding custom code to Wordpress
  - Experience with Genesis
- Proficiency with HTML and CSS (Designed and developed at least website using a framework or from scratch)
- Intermediate level Javascript knowledge
- Some PHP knowledge (Able to read, understand and modify code to customize sites written in PHP)
- Some bootstrap knowledge (Have designed and developed at least one website using this framework)
- Has created at least 6 websites using frameworks and/or content management systems
- Knowledge of the web design process (information architecture, sitemap and wireframe, mock-up, and development)
- Proficiency in designing user interfaces and crafting high-quality user experiences
- Experience using Photoshop and Illustrator
- Ability to learn new technologies

### Customer service

- Can manage client expectation and can communicate about the progress of their projects in a timely manner
- Can understand customer needs accurately



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- Ability to communicate client needs to other members of the team

### PREFERRED SKILLS

- Bilingual Spanish/English
- Graphic design expertise beyond minimum requirements for web/UI design
- Business analysis experience

### ADDITIONAL INFORMATION

This is a part-time position. If you would like a full-time position we have another part-time opportunity open that could be combined into a full-time position. This second position requires mid-level experience with Tech Management and the ability to supervise and coach beginning-level, youth IT Support trainees for the NEST. Please see the job description [here](#).

If you qualify for both positions, you will become a full-time employee with full-benefits.

### TO APPLY

Please include a resume and cover letter. In your cover letter, please answer the following questions: 1) Can you describe a time where you had to learn something independently? 2) Have you supervised youth? How have you approached someone who needs to improve their job performance?

Please make sure to mention whether or not you are applying to both positions available.